Steps to Opening an Assisted Living Home

Step	How long might it take?	Cost?	Contact?	What has to be done?
1. Obtain assisted living home license. *(Mandatory if serving 3 or more residents)*	3 months from time complete application is received.	$25 per resident, plus costs associated with meeting licensing requirements.	Division of Senior and Disabilities Services Assisted Living Licensing 907-269-3640 (Anchorage) 1-800-478-9996 (Toll-Free)	1. Attend an orientation, or request one by phone if outside southcentral area. 2. Submit initial screening form and resume. 3. Request licensing application packet. 4. Contact Department of Environmental Conservation and Fire Marshal if planning to serve more than 5 residents. 5. Submit license application, fingerprints, background checks, and other requirements.
2. Obtain business license. *(Mandatory)*	Instantaneous (internet application). 3 weeks by mail.	$50	Division of Occupational Licensing www.dced.state.ak.us/occ/ 907-269-8160 (Anchorage) 907-465-2534 (Juneau)	*Do this step before finishing Step 1; a business license is required to conduct a business in Alaska.* 1. Fill out application online; or 2. Download application and mail or fax; or 3. Call or go to office in Juneau, Anchorage, or Fairbanks to get application.
3. Obtain Medicaid certification. *(Optional)*	2 weeks from time complete application is received.	No Cost	Division of Senior and Disabilities Services Provider Certification Kevin Perron Kevin_Perron@health.state.ak.us 907-269-3469 (Anchorage) 1-800-478-9996 (Toll-Free)	*This step is necessary only if you want to accept residents who pay for services using the CHOICE Medicaid Waiver program.* 1. Submit application for assisted living home license first. 2. Request "Assisted Living Provider Application Package." 3. Fill out and submit application. Also fill out applications for respite and transportation services, if these are services you want to provide.
4. Enroll with First Health to receive Medicaid provider ID number. *(Optional)*	Up to 4-6 weeks after Medicaid Certification is obtained; however, bills can be submitted from time of certification.	No Cost	First Health Services Corp. Provider Enrollment Unit P.O. Box 240808 Anchorage, Alaska 99524 907-561-5650 (Anchorage) 1-800-770-5650 (Toll-Free)	First Health processes and pays Medicaid claims. If you apply for CHOICE Medicaid Waiver Certification (Step 3), you will automatically be sent the enrollment application as part of your certification paperwork. Submit enrollment application with Medicaid certification application to the Division of Senior Services. They will forward the application for you. All Medicaid billing goes through First Health.

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5. Obtain General Relief Grant Agreement. *(Optional)*	1 week from time all necessary information is received.	No Cost	Division of Senior and Disabilities Services Adult Protective Services program. Contact Sharon Palmer 907-269-3675 Sharon Palmer 907-269-3675 1-800-478-9996 (Toll-Free) Sharon_Palmer@health. state.ak.us	This step is necessary only if you wish to accept residents who are on this state assistance program. Contact Sharon Palmer with the following information: name of business, your name, mailing address, phone number, fax number, and tax ID # or Social Security number. You will need to fax a copy of your current assisted living home license.
6. Establish good assisted living business practices. *(Recommended)*	Ongoing	Variable	Alaska Small Business Development Center 907-274-7232 1-800-478-7232 www.aksbdc.org YWCA of Anchorage Jennifer Abbott 907-644-9611 www.alaskabizbuilders.org/women$fund/	You may begin this step at any time. Contact the Alaska Small Business Development Center, YWCA, an accountant, and/or an attorney to learn about business plans, legal structure, management issues, accounting, marketing, taxes, payroll, Workers' Compensation, business loans, and other information.
7. Network with other assisted living home providers. *(Optional)*	Ongoing	$150/year	Assisted Living Association of Alaska Ernie Reeves, 907-242-9531 Teresa Panchot, 907-338-8708 Sue Samet, 907-261-4140	ALAA's mission is to help with self-monitoring, provide education, and advocate for seniors and the assisted living home industry. There are chapters in Anchorage, Fairbanks and Kenai, and it is open to providers statewide.
8. Inform local care coordinators about your home. *(Optional)*		No Cost	Division of Senior and Disabilities Services 907-269-3666 1-800-478-9996 (Toll-Free)	Ask for a list of care coordinators in your area. Care coordinators help place residents in assisted living homes, so it's important for them to know about your home.